

Police Chief - 4290

Primary Reason Why Classification Exists

Serves as the chief law enforcement officer and director of the City's Police Department

Distinguishing Features of the Class

An employee in this class performs administrative and managerial law enforcement work serving as the director of the police department and the chief law enforcement officer for the City. Work involves planning, organizing, and implementing department and City policies, rules, and directives related to management of the police department. Work also includes preparing annual operating budgets as well as long term capital budgets, administering personnel and payroll of staff, and planning and implementing employee training and development programs. Employee serves as part of the City Manager's executive team and is integral to development and enforcement of department policies and procedures. Considerable judgment and initiative is required to determine facts, interpret and apply laws, and make decisions without reference to higher authority. Although work is primarily administrative in nature, the employee is always subject to the usual hazards of law enforcement work. Work is performed under general direction of the City Manager and is evaluated on the basis of departmental effectiveness, efficiency of operations, public support, reduction in crime rates, and attainment of individual and departmental performance objectives.

Illustrative Examples of Work

- Plans, organizes, directs, and supervises all operational and administrative support functions of the Police Department for optimum operational needs
- Determines department mission statement and departmental objectives; establishes departmental goals and objectives, policies, procedures, and programs
- Assumes command of major incidents; coordinates allocation of equipment and manpower and serves as the chief liaison with other emergency response agencies and officials
- Determines policies and procedures for personnel including actions relating to recruitment, hiring, training, work assignments, scheduling, granting of leave, performance appraisal, and discipline in compliance with City personnel policies; implements City Personnel Policy in accordance with approved policies and procedures
- Develops division budget proposals and administers allocated funds; ensures funds are maintained according to City accounting procedures; oversees and approves expenses for personnel, equipment, and contracts; monitors payroll expenditures and authorizes overtime
- Conducts staff meetings and briefs subordinates; facilitates communication among staff ensuring understanding of expectations, requirements, and follow up processes.
- Participates in executive management team meetings with the City Manager; advises subordinates of management directives and ensures adherence to policies;
- Serves as a mentor coaching peers and subordinates on matters relating to the department
- Receives and investigates complaints of subordinate personnel, programs, or procedures; interviews parties and reviews reports; prepares verbal or written responses and recommendations; prepares reports for the City Manager or elected officials as requested
- Reviews various reports, activity logs, and incident reports and makes recommendations on improving efficiency

- Attends various community functions; interacts with residents to establish and maintain positive image of department and law enforcement activities
- Meets with media representatives and provides information on operations, high profile investigations, new programs, or other services and activities of the department
- Serves as executive representative of the City with state and/or community boards or commissions, or state or federal agencies
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of the operation, procedures, and legal processes of law enforcement operations
- Thorough knowledge of criminal investigative practices and procedures
- Thorough knowledge of the standard practices, materials, techniques, and equipment associated with assigned units or programs
- Considerable knowledge of the principles and practices of law enforcement program planning and budgeting
- Considerable knowledge of federal and state laws pertaining to release of law enforcement and investigation records
- Considerable knowledge of the principles of supervision, organization, and administration
- Considerable knowledge of the current literature, trends, and developments in the field of law enforcement, including any specialty area(s) of assignment.
- Skill in the use of firearms and other law enforcement equipment
- Ability to use common office equipment including word processing, spreadsheet and file maintenance programs
- Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures
- Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency situations
- Ability to express ideas effectively orally and in writing
- Ability to exercise tact, courtesy, and firmness in frequent contact with the public
- Ability to provide leadership and work in a consulting capacity with a variety of public officials at various levels of authority and influence
- Ability to establish and maintain effective working relationships as necessitated by work assignments

Physical Requirements

Work in this classification is primary administrative and management, but the physical and mental requirements are the same as that of a Police Officer. Physical requirements is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation

of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others.

Working Conditions

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

Experience

Considerable experience (5 - 8 years) of a progressively responsible position in law enforcement with at least 2 - 3 years in a supervisory capacity at the level of a Police Captain; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities

Special Requirements

- Valid North Carolina driver's license
- Certified at the Intermediate Level Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education & Training Standards Commission as well as the law enforcement instructor certification
- Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The

Police Chief - 4290

City of Newton

Page 4

employer reserves the right to assign or otherwise modify the duties assigned to this classification.

February 2015